

**COVENTRY HOUSING AUTHORITY**  
**MINUTES**  
**NOVEMBER 14, 2012**

**The Chairman, Paul Pasch, called the meeting to order at 4:30 and the following commissioners were present: Robert DiPadua, Rebecca Parenteau and Maurice DeGraide. Rosalie Jalbert was absent due to illness. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.**

**MINUTES:**

**Motion was made by Commissioner DiPadua and seconded by Commissioner DeGraide to approve the minutes of the October 17, 2012 meeting as presented. Motion carried with all in favor.**

**TREASURER'S REPORT:**

**After review of expenditures, motion was made by Commissioner DeGraide and seconded by Commissioner DiPadua to approve the Treasurer's Report as submitted. Motion carried with all in favor.**

**Year to Date Financials show that Public Housing reserves continue to grow, however the initial payment has not been made on**

**the new garage. The Housing Choice Voucher program remains at 99 – 100% leased up and earning maximum management fees.**

## **EXECUTIVE DIRECTOR'S REPORT:**

**1) Julie informed the board that there is a copy in today's packet of the letter sent to residents regarding the power outage. Julie met with Airhart Electric last night and their plan of action is to replace the three transformers on the property. The Housing Authority is currently running on generators and Parente Oil is servicing them every day. Today wires were pulled for the first leg. The second and third leg will follow. The transformers were ordered and are on the way and work should be completed by Saturday. The reason for the outage has not been determined. Airhart Electric is coordinating the work and they have subbed out to a high voltage electrician, which is required for this type of work. The cost will be submitted to the insurance company.**

**2) Flood Update: The offices and Community Hall are back in service. The adjuster did his final inspection while he was here for the electrical problem. All storage containers and pods have been emptied and Julie is waiting for reimbursement for content damages.**

**3) The NRT flooring/painting project is approximately 95% complete; punch list and final inspections will be complete by November 16th. Residents are very happy with their new surroundings.**

4) An Invitation to Bid is out to have all of the front entrances of KOV modified to accessibility entrances. This work is a priority for the Authority as it is the only property that does not provide this ease of access and over 50% of current residents require this accommodation. Bids are due on December 5th and will be presented to the board following review.

5) Hurricane Sandy did not affect the Housing Authority negatively. Julie stated that she felt that the preparedness of the Town of Coventry prior to this event and the coordination of efforts were second to none and that the community is in excellent hands.

6) Julie informed the board that there was a delay in siding the NRT maintenance garage. The color was discontinued and siding has to be made. Doors will be put in on Saturday. Commissioner DeGraide stated that he has been going to the project every day to work with the contractor, who he says is doing a fantastic job. Julie reported that, following the excavation of the area a \$4,500 credit was received for the deletion of the drainage reconfiguration and the deletion of a slope curbing. A couple of enhancements were added at a cost of \$1,475. Maintenance staff is looking forward to this additional space.

**7) The annual UPIC inspections are complete with a score of 94%. All inspection items are being rectified through the work order system.**

**8) A representative from the new Defined Contribution Plan of the Employees Retirement System was on-site on November 7th. The visit included an overview of the new plan followed by one-on-one consultations for employees. This service is free of charge for plan participants.**

**9) Julie shared with the board the text of an e-mail she received from a resident at The Crossroads who has worked hard and now has the opportunity to move on and move up.**

#### **MAINTENANCE REPORT:**

**Julie explained that when the power was off, the heat was manually turned on with the assistance of a plumber. She then had to call maintenance staff to return to shut the heat off because tenants got too hot.**

#### **HOUSING REPORT:**

**In Public Housing, units are all rented and it is anticipated that 95% of subsidy will be received.**

**HCV had a drop in October. Ten vouchers were issued; a jump is expected, but it is still within the 98% range.**

**Julie reported that things are going great at The Meadows and Golden Ridge. Crossroads had two units that were vacant. These units were filled and it is now fully occupied.**

**RESIDENT SERVICE COORDINATOR:**

**A flu clinic was held on October 9th for all residents.**

**FAMILY SELF-SUFFICIENCY:**

**The FSS workshop for the month was “How to help a friend in a domestic violence situation.” Audrey Scott from the Coventry Police provided the technical information regarding how to go about getting restraining orders, etc. The Housing Authority staff also received training on Domestic Violence.**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS: None**

## **OPEN DISCUSSION:**

**Commissioner DeGraide questioned Julie regarding what was being done about the drainpipe across the street. Julie will check on this.**

**There being no further business to discuss, motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to adjourn. Motion carried with all in favor.**

**GAIL T. WOODWARD**

**RECORDING SECRETARY**